

Date: October 19, 2007

Rotary District 5440 Executive Committee

Time: 1:00 pm

Location: Roger Schreiner's Office  
Cheyenne, WY

MINUTES

Members	Role/Position	Present	Members	Role/Position	Present	Others Present
Dave Bostrom	Member/PDG	P via phone	Stuart Palmer	Member/DGE	P via phone	PDG Bill Pettus
Richard Griffith	Member/Trainer	P	Nancy Pettus	Member/DG	P	Rotarian Scott Maier
Gordon Johnson	Member/PDG	P	David Scriven	Ex-Officio/DGN	A	
George McIlvaine	Member/Chair	P	Roger Schreiner	Ex-Officio/Treasurer	P	
Bill Muldoon	Member/PDG	P	Kellie Tovar	Ex-Officio/Secretary	P	

P=Present A=Absent

AGENDA/TOPIC	DISCUSSION	ACTION PLAN	Open/ Closed
Call to order at 1:00 pm by Chairman McIlvaine	We do have a quorum for today's meeting.		C
1. Approval of Executive Committee meeting minutes dated August 3, 2007.	Chairman George McIlvaine asked the committee to review their copy of the August 3, 2007 meeting minutes and asked if there were any questions or modifications to be made to the minutes. Hearing no questions or requests for changes, Chairman McIlvaine asked for a motion to approve the minutes as written.	PDG Gordon Johnson moved to approve the August 3, 2007 minutes as written, DG Nancy Pettus seconded. Motion passed.	C
2. District 5440 Financial Report – District Treasurer Roger Schreiner			
a. Financial Report	District Treasurer Roger Schreiner presented the June 30, 2007 financial statements (report attached). Roger indicated that the 2006-07 Rotary year is complete and ready for audit.	DG Nancy Pettus will convene a meeting of the District Audit Committee for review of the books.	O

	<p>Roger presented the September 30, 2007 financial statements (report attached).</p> <p>Cash at 9/30 = \$150,745 Market value of Franklin Funds at 10/1 = \$61,748</p> <p>Receiveables: All dues have been received, however, Powell remitted \$936 instead of \$1,152 because of a membership number discrepancy. Therefore the income will go down by \$216 in October.</p> <p>Payables: Roger is carrying \$3,000 of DSG money because the clubs have not yet requested the money as well as a \$10 overpayment of dues by Windsor Rotary Club.</p> <p>Other Items: Roger commented that he has not received the 2007-08 DSG money from Rotary International.</p> <p>Roger indicated that he has allocated 55 hours of Kellie's time between July 1 to Sept 30 to Youth Exchange - total of \$1,127.50.</p> <p>The \$2,000 expense for joining the Russia Intercountry Committee is shown as a miscellaneous expense because we don't have a line item for it.</p> <p>Roger asked if there were any questions or comments regarding the September 30, 2007 financial reports as presented. Hearing none,</p>	<p>District Treasurer Roger Schreiner will wait to receive the written requests from the Rotary clubs due the DSG money at which time he will disburse the money. Roger will reimburse Windsor Rotary Club \$10 for their overpayment.</p> <p>Per committee direction, District Treasurer Roger Schreiner will disburse DSG money on hand to clubs who have requested it.</p> <p>District Treasurer Roger Schreiner suggested a line item for it in the next budget because of the annual fee.</p> <p>PDG Gordon Johnson moved to approve the June 30, 2007 financial report as presented, DG Nancy</p>	<p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p>
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	Chairman McIlvaine asked for a motion to approve the financial statement as presented.	Pettus seconded, motion passed.	
b. CCYE background check funds	Roger presented the committee with a letter dated October 9, 2007 from CCYE requesting \$1,752.50 additional monies for background checks. Discussion was held on the previous disbursements to the committee for background checks and how to get an accurate annual budget amount for this process. This letter also requested the \$3,500 annual committee support from the District. Nancy indicated that she has a line item budget of \$3,000 for CCYE in her budget.	DG Nancy Pettus asked District Treasurer Roger Schreiner to send the \$3,000 budget amount to CCYE at this time to help cover the \$1,752.50 in background checks and the rest for their annual budget. DG Nancy Pettus has asked Roger to have CCYE estimate their annual background costs so a realistic line item can appear in next year's budget. DG Nancy Pettus will work on her budget in order to cover the additional expenses of background checks.	O
c. District Conference profit expenditures	Roger brought up a discussion on the "profits" and expenditures associated with a district conference. His question surrounded the authority of a District Governor to disburse any "profits" made by a conference to charities or are these "profits" essentially district funds which need to have the approval of the finance committee in which to be disbursed. Discussion was held.	DG Nancy Pettus indicated that the bylaws in general need to be reviewed and the finance committee is an area to be included in that review.	O
3. District Governor's Report – Nancy Pettus			
a. Club visit progress report	DG Nancy Pettus stated that she has completed all 50 visits. She feels we have a few weak clubs within the District, those being Jackson Hole Breakfast and Worland, but overall every club is doing good projects.  Six of the 50 clubs have already met their foundation goals. The White Hat Society is		C

	<p>new for TRF and requires a contribution of \$5,000 and she currently has five to six people interested in this society. Nancy has four certificates/pins for DK Lee to award on November 10<sup>th</sup> at the Membership/Foundation Seminar. Nancy indicated there is a couple in Cody who are not rotarians but they are looking to donate \$100,000 to Rotary Foundation. Nancy and Bill Pettus will arrange a time to meet with them. TRF contributions are going well.</p> <p>There will be a new evening club in Greeley. Possible club interest in Lusk, Pinedale and Green River. The AG in Rock Springs is interested in helping on that project. PDG Bill Muldoon volunteered to help out as well.</p>		
<p>b. U.S. Russia Intercountry Committee membership – update</p>	<p>We are now a part of this committee and George is our District Representative.</p>		C
<p>c. Membership/Foundation Seminar</p>	<p>Agenda is set and the \$15 fee covers food only as there is no facility cost. The fee was set low to allow more Rotarians to attend.</p> <p>Nancy's budget will pick up room and food for DK Lee. We have Al Waitrel, a membership coordinator, coming to speak and he will pay his cost of travel if the district pays for his room and meals. Nancy indicated that these extra costs will be paid from the contingency fund within her budget.</p>		O
<p>d. Leadership Academy (online) – update</p>	<p>Nothing to report.</p>	<p>Chairman George McIlvaine and DG Nancy Pettus will meet at LCCC.</p>	O
<p>e. Finance Committee – Recommendations for AG</p>	<p>Nancy has received a report from the Finance Committee with guidelines for AG</p>	<p>This report will be sent to the Assistant Governors and this is what</p>	C

stipend/Reimbursement	reimbursements.	District Treasurer Roger Schreiner can work from when reimbursing AGs.	
f. District PR Grant	Nancy stated that a District PR grant has been submitted to RI. She received an email acknowledging receipt of the grant and that she would be notified if we are awarded the grant.	DG Nancy Pettus will update at next meeting.	O
g. GSE Team	The GSE Committee met and chose Curt Palin as the GSE team leader.	The team member interviews will be November 18 and possibly the 19 <sup>th</sup> depending on number of applications.	O
h. District Conference	<p>The conference committee has recommended an early bird registration fee of \$189 and with a \$10 increase after April 15. Nancy would like to see the registration fee at about \$175 but the committee feels that they can't cover costs with that registration fee. The cost for Riley Auditorium is \$1,500 for the weekend but because this conference will not be hotel based there will be no comp rooms and everything has to be catered so food costs will be more. With the cost of hosting the two GSE teams in hotel rooms (their request) the \$2,000 budget will not cover their expenses. The youth exchange students will also be in hotel rooms so the \$3,500 will not be enough to host them. Nancy indicated that youth exchange will not be the closing program on Saturday night but they will do a short program on Friday. This will allow them to be more involved in general conference activities because of no rehearsal time.</p> <p>In order to keep registration fees as low as possible, DG Nancy Pettus asked the Executive Committee to approve an extra</p>	PDG Gordon Johnson moved that the Executive Committee recommend to the Finance Committee to approve	O

	<p>\$6,000 from the reserve funds to be paid to the conference committee. Nancy indicated that if there is a surplus these funds will be repaid to the district but the advance would allow them to keep registration fees reasonable.</p> <p>Nancy stated that she is looking at hanging club banners at the conference that would cost \$50 each. Discussion was held on having the clubs pay for their individual conference banner.</p>	<p>the advance of \$6,000 from the reserve funds to defer the cost of conference registration, of which these funds will be repaid to the district if a profit is made on the conference, PDG Bill Muldoon seconded. Motion passed.</p> <p>DG Nancy Pettus indicated that she will think about this recommendation and will have an update at the next meeting.</p>	O
<p>i. Budget Changes</p>	<p>DG Nancy Pettus commented that her budget is not realistic to actual costs to the District and some consideration needs to be taken for future years. A few items brought to the committee's attention was:</p> <ul style="list-style-type: none"> <li>*\$400 a year for Russian Intercountry committee</li> <li>*additional costs to be incurred at PETS because of the requirement of AGs to attend and the PETS committee has determined that the AGs will be full freight instead of a staff cost so that will be a bigger cost to the district</li> <li>* additional costs to GSE in addition to conference expenses (ie: hotel stays)</li> <li>*additional costs associated with hosting YE at conference</li> <li>*additional costs for sending the Ambassadorial Scholarship chair to training</li> <li>*background check costs associated with programs within the district</li> </ul> <p>Nancy stated that these are just a few budget items she has identified as being non-realistic.</p>	<p>DG Nancy Pettus moved to increase district dues by \$10 per member for the 2008-09 budget and that it be presented to the club presidents-elect at PETS as the first step in dues increases for District 5440, PDG David Bostron seconded. Motion passed.</p>	C

	<p>DG Nancy Pettus asked the committee for their comments with regards to increasing annual dues. PDG Dave Bostrom stated that he agrees with increasing the dues. Discussion was held on how much to increase dues and where in the budget these dues would be applied. Nancy indicated we charge a \$3 conference assessment right now and if dues are raised by \$10 it could be broken down to allow \$3 more for GSE, \$2 more for YE and the other \$5 into general district budget to help offset rising costs and make the budget more realistic. Discussion as held.</p>		
<p>4. DGE report – Stuart Palmer</p> <p>a. Youth Program Review Committee Report</p>	<p>DGE Stuart Palmer presented the District Youth Program Protection Report to the committee (full report attached). After reviewing the report, Stuart asked for questions and/or feedback with regards to the proposal.</p> <p>DG Nancy Pettus commented that GSE should be included in this overall protection policy not just the youth programs. PDG Bill Muldoon proposed the question of where does the protection policy end when it comes to Rotary programs and what programs should or should not be included. Discussion was held about the GSE program and the inclusion of team leaders, members and host families in this policy. The committee agreed that the GSE team leader, as a Rotarian, should be subject to a background check and that perhaps a brief policy training for the outgoing and incoming teams is a solution for this program.</p> <p>DGE Stuart Palmer then asked for feedback on the need for a District Youth Protection Officer</p>	<p>PDG Bill Muldoon moved to accept the District Youth Program Protection Report as written, seconded by PDG Gordon Johnson. Motion passed.</p> <p>Recommendations heard from the Executive Committee when setting the criteria for the DPO is as follows:</p> <ol style="list-style-type: none"> <li>1. The DPO should be a Rotarian in good standing.</li> <li>2. The DPO should be the trainer of this program at PETS and any other trainings necessary.</li> <li>3. This Rotarian would accept the role of monitoring the clubs who have received the training with the understanding that once trained the individuals are to then train their members.</li> </ol>	<p>O</p>

	<p>who would oversee compliance of all programs. DG Nancy Pettus stated that maybe the title should be District Protection Officer to again cover all areas and not just single out youth programs. Discussion was held on the training and policies that Cowboy Country Youth Exchange has in place and how a program could be built around what they have already developed. Stuart commented that at PETS there will be a required training and notice served to each club president to have a session for training within their club.</p> <p>DG Nancy Pettus commented that this committee's first goal should be to have a District Protection Officer (DPO) identified and in place, then develop the criteria for that person, then focus on developing the training required. DGE Stuart Palmer agreed and asked if the Youth Program Review Committee needs to set the criteria and present it at the next EC meeting. Discussion was held. Chairman McIvaine asked for a motion to approve the District Youth Program Protection Report as presented by DGE Stuart Palmer and DG Nancy Pettus asked the Executive Committee to make recommendations on setting the criteria for the DPO.</p> <p>DGE Stuart Palmer reviewed the email from John Coppom (copy attached) which is more of a club issue but Stuart wanted to bring it to the committee's attention.</p>		
b. GSE 2009 – update	DGE Stuart Palmer stated that southern Chile will be the location of the May, 2009 GSE and that this location has been approved by RI.	No further action necessary.	C
c. 2009 District	DGE Stuart Palmer will hold his District		O

<p>Conference - update</p>	<p>Conference at the Snow King Resort. Questions have arisen on holding the conference over Memorial Day weekend and his committee's preference is to change the date. The Snow King can accommodate the conference over two other dates, May 8 or May 30. DGE Stuart Palmer asked the Executive Committee for feedback on these dates. Discussion was held and the consensus was that having an earlier date may have better results for Rotarian involvement within Jackson because they are not into busy season but weather may play a role for those coming from further away.</p>		
<p>5. DGN report – David Scriven</p>	<p>No report heard.</p>		
<p>6. Continuing Business</p> <p>a. District Incorporation – PDG George McIlvaine</p>	<p>Rotarian Scott Maier reported to the Executive Committee that Rotary International District 5440, Inc. was incorporated on October 11, 2007 in the State of Wyoming. Scott recommended the review of the District Bylaws as well as executing the paperwork to allow the District to perform business in Colorado, Nebraska and Idaho. DG Nancy Pettus asked what needed to be done in order to do business in the other states and Scott explained that the District needs to apply as a foreign entity in the other states, pay a filing fee to each state and have a registered agent in each state. Scott indicated that Chairman George McIlvaine already has someone willing to be the registered agent in Nebraska, and that Kellie Tovar will be the registered agent in Colorado, but we still need a registered agent for Idaho.</p>	<p>Rotarian Scott Maier stated that he is willing to work with the District Bylaws committee to be sure that the bylaws are set up to deal with the District's incorporation correctly. Chairman Bill Muldoon accepted this offer.</p> <p>Rotarian Scott Maier will complete all paperwork and convene a board meeting on the afternoon of November 9, 2007.</p>	<p>O</p>

	<p>The directors right now are George McIlvaine, John Patton, Nancy Pettus. Scott proposed a separate board meeting be held to designate officers. Scott suggested designating George McIlvaine to sign on behalf of the district on all documents would expedite the process just because he is local and when something needs to be signed he's readily available. Scott stated that he will prepare the minutes and provide the books and once everything is finalized all the district has to do is hold an annual board meeting. PDG Bill Muldoon asked how many directors are recommended and Scott suggested at least three directors but that was up to the district.</p> <p>Chairman McIlvaine stated that Rotarian Scott Maier is giving his time and not charging the district for this process but there will be actual hard cost expenses for the incorporation. The costs right now are at \$57 for the incorporation fees in the State of Wyoming and there will be filing fees for each state. Chairman McIlvaine estimated \$500 will be needed to pay the incorporation.</p>	<p>DG Nancy Pettus approved the withdrawal of necessary funds to pay for the District's incorporation from the contingency funds within her budget.</p>	
<p>b. Franklin Funds – Use of excess funds</p>	<p>Chairman George McIlvaine stated that when this fund was set up with \$50,000 as a permanent reserve for the District quarterly interest was being paid out to the district as interest income, however, at the last meeting of the Executive Committee these funds were to be changed and the interest was to start being reinvested back into the fund. Chairman George McIlvaine contacted Franklin Funds to have this changed but they have not made the change so at this point the interest income will continue to be paid to the District.</p>	<p>No further action necessary.</p>	<p>C</p>

<p>c. Addition of Fort Morgan/Wray to District 5440</p>	<p>DG Nancy Pettus talked with Dave Beall and she said he sees Wray as a viable club in their area for their district but he wasn't aware of Fort Morgan.</p>	<p>Chairman McIlvaine asked this item to be taken off standing agenda and if anything develops he will update the committee.</p>	<p>C</p>
<p>7. New Business a. CCYE – Request for funds for Powell student</p>	<p>The executive committee received a letter from Bobbe Fitzhugh on October 2, 2007 (see attached) outlining the problems associated with placing a student from Thailand with the Loveland Thompson Valley Rotary Club. This student was placed with Powell as their second student for the year and with the size of the Powell Rotary Club CCYE is asking the District to reimburse Powell for the cost of a second student. PDG Bill Muldoon stated that after reviewing the letter he feels the District should reimburse Powell Rotary Club and the executive committee agreed.</p>	<p>DG Nancy Pettus asked District Treasurer Roger Schreiner to reimburse Powell Rotary Club in the amount of \$2,000 from the contingency reserve funds in her budget.</p>	<p>C</p>
<p>b. SPORG</p>	<p>District Secretary Kellie Tovar presented the committee with a letter dated October 1, 2007 from SPORG (letter attached). This letter says that their business has grown and they plan to sell. Nothing has to be done at this time, we will watch and see what District 5450 decides to do and make changes at that time.</p>	<p>No further action necessary.</p>	<p>C</p>
<p>Adjournment</p>	<p>Chairman George McIlvaine adjourned meeting at 3:40 pm.</p>	<p>The next meeting will be held on February 1, 2008 at 1:00pm in Denver. Location: Sheraton Four Points hotel at I-25 and Hampden.</p>	